



**MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND TECHNOLOGY**

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**MALE' REPUBLIC OF MALDIVES**

Announcement Reference No: (IUL)438-CCD/438/2022/118

***Recruitment of a National Consultant (Coral Reefs & Marine Biodiversity Sector) for the  
'Preparation of the Third National Communication (TNC) to the United Nations  
Framework Convention on Climate Change (UNFCCC)'***

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*[06 April 2022]*

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## i. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	06 April 2022
Bid queries submission timeline	06 April 2022 – 11 April 2022 12:00pm
Bid clarification deadline	12 April 2022 12:00pm
Proposal submission deadline	20 April 2022 10:00am

## ii. SUBMISSION REQUIREMENTS

The following related documents shall be submitted for the bids to be considered sufficiently responsive.

Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX A.

### a. Technical Proposal – Standard Forms

1. Proposal submission form (**signed by the owner of the entity or person with power of attorney to sign**) – (Tech Form 1)
2. Approach, Methodology and Work Plan – (Tech Form 2)
3. A summary of the work plan must be presented in the format in Work Schedule (Tech Form 3) showing in the form of a bar chart the timing proposed for each activity.
4. Curriculum Vitae (CV) of the identified key Experts (Consultant). **Copy of academic certificates and reference letters** demonstrating experiences listed in this TOR (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted) – (Tech Form 4)
5. Completed **Letter of Commitment (signed by the Team Leader and Team members)** – (Tech Form 5 & 6)
6. Copy of Business (company/partnerships/institutions) registration certificate.
7. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered

8. Tax payer registration Certificate / Notification Copy

**b. Financial Proposal – Standard Forms**

1. FIN FORM 1 – Financial Proposal Submission Form (**signed by the owner of the entity or person with power of attorney to sign**)
2. Form FIN – 2 Financial Breakdown Form
3. Form FIN - 3: Details Financial Situation
4. Financial statements of the business for the year 2020
5. Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business’s bank account. (Bank statement should be from the date of account opening to date of bid announcement)
6. FIN FORM – 4: Average Annual Turnover
7. FIN FORM -5: Financial Resources
8. FIN FORM -6: Line of Credit Letter
9. FIN FORM -7 Current Contract Commitments / Work in Progress

**Note 01: All bidders should clearly identify Key Experts (herein referred to as the ‘Consultant’) carrying out the task. For bids submitted by Company/Institution, the Key Experts signed in Form 5 will be considered for the evaluation process.**

**Note 02: If bidder fails to submit any of the above listed document, their proposal may not be considered for further evaluation.**

**Note 03: After the evaluation, highest scoring party will be notified to submit tax clearance report. Tender will be awarded upon submission of tax clearance report**

## **1. Introduction & Background**

Ministry of Environment, Climate Change and Technology (MECCT) in partnership with the United Nations Environment Programme (UNEP) is currently implementing a project titled, Preparation of Third National Communication (TNC) under United Nations Framework Convention on Climate Change (UNFCCC) for the Republic of Maldives.

TNC follows previous work carried out by Republic of Maldives including First National Communication, (FNC), Second National Communication, (SNC), Maldives' Nationally Determined Contribution (NDC) and the Maldives First Biennial Update Report (BUR), sets a number of priority areas, and allocates adequate resources in the most cost-effective manner. Project components include: national circumstances; national greenhouse gas (GHG) inventory of anthropogenic emissions by sources and removal by sinks of all GHGs not controlled by the Montreal Protocol; programmes to mitigate climate change; measures to facilitate adequate adaptation; constraints and gaps, and related financial, technical and capacity needs, any other relevant information and preparation of the Third National Communication of the Republic of Maldives and submission.

In this regard, MECCT is seeking a potential consultant to assist in the data collection and data analysis of the coral reefs and marine biodiversity related components to be conducted under TNC project.

## **2. Objective**

The primary objective of the consultant is to participate in carrying out in the data collection and data analysis of coral reefs and marine biodiversity related components of the project.

## **3. Scope of Assignment**

Under the guidance of the respective coordinators, the scope of the exercise will include but will not be limited to the following:

### **A. Trainings and awareness**

- Provide hands on training on data collection and data analysis on coral reefs and marine biodiversity in preparation of national communication, the proposed training should be provided to the officials and others who are engaged on field assessments related to the assignment to be identified by the TNC Coordinator;
- Provide technical guidance and inputs on preparation of information, education and communication materials to be prepared to increase awareness on reef conservation and its vulnerabilities to the impacts of climate change
- Conduct awareness sessions on coral reefs for school children under the guidance of TNC Coordinator
- Participate on dissemination of TNC's findings with relevant stakeholders

### **B. Technical support to strengthen National Coral Reef Monitoring Framework**

- Facilitate improving the existing Coral Database hosted and managed by Maldives MMRI through :
  - o Facilitate identifying the gaps and performance evaluation of the existing Coral Database via a national expert as per the guidance to be provided by TNC coordinator and in close collaboration with MMRI.
  - o Developing protocols to include citizens science portal in order to increase participation of public on coral reef monitoring and marine research

**C. Vulnerability assessments and field works**

- Design methodologies to assess vulnerabilities and related field works in consultation with TNC coordinator
- Review the existing monitoring framework to improve monitoring coverage, sampling methodologies, parameters and strengthen the required resources.
- Finalize the methodologies for vulnerabilities and field assessments in consultation with TNC technical teams and TNC Coordinator
- Carryout and/or participate with field surveying teams where necessary in carrying out the field surveys and assessments as per the approved methodologies to assess vulnerabilities and enhance the monitoring programs
- Establish and describe links between findings from the field surveys, analyzed data results and other available proxy data on temperature, sea surface temperature, groups of species and other related parameters;
- Based on the findings of the vulnerability and adaptation assessment of coral reefs, assess the appropriate adaptation measures to be taken into consideration to reduce the impacts of climate change on coral reefs and marine biodiversity;

**D. Preparation of coral reefs and marine biodiversity chapter of TNC**

- Review and analyze existing literature including policy documents, Maldives NDCs, sectoral plans, and research materials in the context of climate change impacts;
- Identify the data needs, availability, suitability, and update and build on dataset baselines of the Second National Communication in consultation with relevant agencies;
- Prepare coral reefs and marine biodiversity chapter of the Third National Communications based on available scientific reports and findings from vulnerability assessments and as per the guidance on the preparation of national communications set by the UNFCCC.
- Present the findings to the relevant stakeholders

**E. Preparation of project concepts:**

- In consultation with key stakeholders, and based on the findings of the assessments prepare project concept to increase resilience of coral reefs to the impacts of climate change.

#### 4. Remuneration

The total remuneration for the assignment is MVR 92,500 and payment will be made on the deliverable submission basis mentioned as below.

#### 5. Deliverables

<b>Deliverable</b>	<b>Timeframe</b>
Report on detailed methodology of work including data collection methodology for vulnerability assessments	7 days from the date of contract
Training materials on field trainings on data collection and field surveying methods for field staffs.	1 month from the date of contract
Materials on awareness sessions to be conducted to school children on reef conservation and management within the context of climate change impacts.	2 months from the date of the contract
Report of Coral Database performance monitoring	3 months from the date of contract
Proposed protocols to include citizen's science portal on the existing Coral Database	3 months from the date of contract
Report on field assessments describing assessment methods, site observations and findings from the assessments	4 months from the date of contract
Review report on strengthening existing national coral monitoring framework within the context on climate vulnerability and change.	4 months from the date of contract
draft coral reefs and marine biodiversity chapter of the TNC Report	5 months from the date of contract
Project concept to increase resilience of coral reefs and marine biodiversity of Maldives to address the impacts of climate change.	5 months from the date of contract
Final Report on coral reefs and marine biodiversity of the TNC	6 months from the date of contract

\* From the date of contract signing

## 6. Duration of the Consultancy

The contract duration will be a maximum of **6 calendar months** from the commencement of the assignment.

## 7. Provision of Monitoring and Progress Controls

The consultant is expected to work closely with the TNC secretariat established in Climate Change Department of the Ministry, and will report directly to TNC Coordinator or any other person designated by the Department.

## 8. Requirements for Experience and Qualification

In executing this TOR, the consultancy is expected to meet the following eligibility criteria and should provide CVs and commitment letters of team member(s) meeting the following requirements:

#	Post	Nos
1	Consultant (Coral Reefs & Marine Biodiversity Sector)	1

Details of any other support persons and positions must be included in **Standard Forms 3 and 4.**

### **Consultant (Coral Reefs & Marine Biodiversity Sector)**

- Academic Qualification
  - Must hold an postgraduate Degree in a relevant field such Marine Science, Marine Biology, Reef Ecology and Environmental Science or any other area relevant to the proposed assignments
- Professional Experience
  - Demonstrated experience in the area for not less than 5 years.
  - Previous experience and engagement in preparation of National Communication Assessments is an asset
  - Demonstrated experience in publishing scientific papers related to climate change impacts on coral reefs and marine environment;
  - Knowledge of reporting requirements for developing countries under the UNFCCC
    - Previous experience and familiarity with national communications and biennial update reports will be an added advantage
    - Demonstrated English Language Skills
    - Excellent interpersonal skills and demonstrated ability to communicate with



stakeholders essential.

## 9. Evaluation and comparison of proposals

Pre-Evaluation determines if bidder is substantially responsive to the terms of this ToR as specified below;

- Bidder meets all requirements identified under Section 12 - Applications.
- Bidder has the financial capacity to undertake the works required in the TOR. Refer to Annex 3 for details.
- Substantially non-responsive bids at this pre-evaluation stage will be rejected from further stages of evaluation. Criteria for determining completeness and substantial responsiveness is given in Annex 3.
- Substantially responsive bids at this pre-evaluation stage shall be qualified for technical evaluation.

### Evaluation of Proposals

A two-stage procedure is utilized in evaluating the proposals.

The Technical Evaluation will be completed at the First Stage of the evaluation. The proposals which pass the minimum technical score of **60%** of the obtainable score of 1000 points in the technical evaluation will be considered in the Second Stage of the evaluation.

Financial Proposal will be evaluated in the Second Stage. The proposal with the Lowest Financial Quote (Fq) will get the maximum Financial Score (Sf) of 100 points. The Financial Scores (Sf) of the other Financial Proposals will be computed according to the following formula:

$Sf = 100 \times Fq / F$ , in which Sf is the financial score, Fq is the Lowest Financial Quote received and F is the price of the proposal under consideration.

Proposals will be ranked according to the combined Technical Score (St) and Financial Score (Sf) using the weights (T = the weight given to the Technical Proposal; P = the Weight given to the Financial Proposal; T+P = 1) and will be computed according to the following formulae.

$S = St \times T\% + Sf \times P\%$ , in which S is the combined score,  
Where T% = 70% and P% is 30%

MECCT reserves the right to undertake a post-qualification exercise aimed at determining to its satisfaction, the validity of the information provided in the proposal. Such post-qualification shall be fully documented and, among those that may be listed in the Annex 2, may include, but need not be limited to, all or any combination of the following:

- a) Verification of accuracy, correctness and authenticity of information provided by the proponent on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the TOR requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and cross-checking with other previous clients on the quality of performance on ongoing or previous contracts completed;

## 10. Payment Schedule

Payments will be made as specified below:

<b>Deliverable</b>	<b>% of payment upon approval of deliverable by MECCT</b>
Report on detailed methodology of work including data collection methodology for vulnerability assessments	5%
Training materials on field trainings on data collection and field surveying methods for field staffs.	5%
Materials on awareness sessions to be conducted to school children on reef conservation and management within the context of climate change impacts.	5%
Report of Coral Database performance monitoring	5%
Proposed protocols to include citizen’s science portal on the existing Coral Database	5%

Report on field assessments describing assessment methods, site observations and findings from the assessments	25%
Review report on strengthening existing national coral monitoring framework within the context on climate vulnerability and change.	5%
draft coral reefs and marine biodiversity chapter of the TNC Report	25%
Project concept to increase resilience of coral reefs and marine biodiversity of Maldives to address the impacts of climate change.	10%
Final Report on coral reefs and marine biodiversity of the TNC	10%

## 11. Additional Information

The TNC PMU of MECCT has overall responsibility for the management of the contract and contractual reporting obligations.

Documents and data provided by the government for the purpose of this assessment which is not of public nature shall be considered confidential and should not be disclosed to any other party.

All outputs, data and materials produced as part of this TOR shall be handed over to the TNC-PMU at the end of the contract and will become the sole property of MECCT.

## 12. Application

### **Registered entities under Maldives Inland Revenue Authority (MIRA) can apply for this consultancy**

Proponent should submit their proposals containing the following (Standard forms, where required, are provided in Annex 1):

- Completed proposal submission form ([FORM-1](#))
- Completed financial breakdown form ([FORM-2](#)).
- Brief description of the proponent and an outline of recent similar consultancy services provided, with references. This section must include an introduction of the proposed experts with a description of their experiences relevant to the required tasks, justifying their ability to complete the assignment.
- A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology and work plan. Guidance on the content of this section is provided in [FORM-3](#).
- A summary of the work plan must be presented in the format in Work Schedule ([FORM-6](#)) showing in the form of a bar chart the timing proposed for each activity.
- Detailed CVs of the expert/s signed by the expert themselves (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted in their respective CVs.)
- Demonstrations of required experiences listed in this TOR – reference letters, training completion certificates, samples of writings (reports/chapters completed) and proof of previous inventories completed
- Letter of commitment from each member to undertake the project ([FORM-5](#)).
- Copy of Company/Institution Registration
- Copy of GST Registration certificate issued from Maldives Inland Revenue Authority
- Tax Clearance Report issued from Maldives Inland Revenue Authority
- Documentation to determine financial capabilities as per Annex 3.

## 13. Queries

For any queries please email to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv) and CC to [climate@environment.gov.mv](mailto:climate@environment.gov.mv) before **1200hrs on 11<sup>th</sup> April 2022**. Answers will be provided to all the queries received before the deadline and will be made available via the Ministry website ([www.environment.gov.mv](http://www.environment.gov.mv)) on **12<sup>th</sup> April 2022**.

**14. Submission**

<b>Bid submission</b>	On or before <b>20th April 2022</b> 1000 hours local time
<b>Bid opening</b>	<b>20th April 2022</b> 1000 hours' local time.  Proposals will be opened in the presence of the proponents' representatives who choose to be present at the address below at the time of proposal opening.
<b>Submission instruction</b>	Proposals must be delivered in sealed envelopes titled  <b><i>“Do not Open Before 20th April 2022 1000 hours – “Recruitment of a National Consultant (Coral Reefs &amp; Marine Biodiversity Sector) for the Preparation of the Third National Communication (TNC) to the United Nations Framework Convention on Climate Change(UNFCCC)” – (IUL)438-CCD/438/2022/118” and the submitting party’s name and address</i></b>  Electronic submission is not permitted. Late proposals will be rejected.
<b>Submission address</b>	<b>Procurement Section</b> Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male’, 20392, Republic of Maldives Email: <a href="mailto:procurement@environment.gov.mv">procurement@environment.gov.mv</a> Cc: <a href="mailto:climate@environment.gov.mv">climate@environment.gov.mv</a> Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a> Project name: Preparation of Maldives Third National Communication to the UNFCCC Announcement number: (IUL)438-CCD/438/2022/118

## **ANNEX 1: STANDARD FORMS**

**TECH FORM -1: PROPOSAL SUBMISSION FORM**

[Location, Date]

To: [Name and address of Client]

Dear Sir/Madam:

We, the undersigned, offer to provide the **“Recruitment of a National Consultant (Coral Reefs & Marine Biodiversity Sector) for the Preparation of the Third National Communication (TNC) to the United Nations Framework Convention on Climate Change(UNFCCC)”** in accordance with your Terms of Reference dated [Insert Date] and our Proposal. We are hereby submitting our Proposal; our financial offer is for the sum of [Insert the final total amount(s) in Form 2 in words and figures in Maldivian Rufiyaa] which is inclusive of the all-applicable taxes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Proposal validity is for a period of [Insert number of days, 90 days minimum] days. If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the methodology and proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfil the requirements of the terms of reference.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

## **TECH FORM-2: APPROACH, METHODOLOGY AND WORK PLAN**

*Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:*

- a) Technical Approach and Methodology,*
- b) Work Plan*

*a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities (development process) and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them (including details of any instruments, software, technical formulae, information files, and file formats where applicable). You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach and highlight on the maintenance and support - any important technology information and specifications used in your solution – languages, platform etc.*

*b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.*



**TECH FORM-3: WORK SCHEDULE**

	<i>[1st, 2nd, etc. are days from the start of assignment.]</i>						
	1st	2nd	3rd	4th	5th	6th	...
Activity (Work)							
_____							
_____							
_____							

### TECH FORM 4 – Curriculum Vitae

1. **Name of Consultant:**
2. **Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*
3. **Membership of professional associations**
4. **Other Training**
5. **Countries of work experience** *[List countries where the Consultant has worked in the last ten years]:*
6. **Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
7. **Experience/ employment record** *[Starting with present position, list in reverse order every employment held the Consultant since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*

From [Month/Year] – To [Month/Year]:

Employer:

Positions held:

Job description:

### 8. Summary of projects/assignments undertaken/ role

Name of project/ assignment:

Experience classification: General / specific

Scope of project/ assignment:

From [Month/Year] – To [Month/Year]:

Positions held:

### 9. Past commitments in projects with the Ministry of Environment, Climate Change and Technology

Name of the Contract/Project:

From [Month/Year] – To [Month/Year]:

Positions held:

Summary of role

**TECH FORM 5: Letter of Commitment (Team Leader)**

[ Location, Date]

To: [Name and address of Client]

Ref no: \_\_\_\_\_

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the /**Team Leader** to “*Recruitment of a National Consultant (Coral Reefs & Marine Biodiversity Sector) for the ‘Preparation of the Third National Communication (TNC) to the United Nations Framework Convention on Climate Change (UNFCCC)’*”- for the Ministry of Environment, Climate Change and Technology.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Environment, Climate Change and Technology’s notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

**TECH FORM 6: Letter of Commitment (Specialists)**

[ Location, Date]

To: [Name and address of Client]

Ref no: \_\_\_\_\_

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the **Specialist** (Specify) to ***“Recruitment of a National Consultant (Coral Reefs & Marine Biodiversity Sector) for the Preparation of the Third National Communication (TNC) to the United Nations Framework Convention on Climate Change(UNFCCC)”***- for the Ministry of Environment, Climate Change and Technology.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Environment, Climate Change and Technology’s notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

## **ANNEX 2 – ASSESSMENT OF FINANCIAL CAPABILITY OF BIDDER**

### **Evaluation criteria**

- a. To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 18,500.00**, for the year 2021 – **Submit Form FIN - 1: Annual Turnover**  
**(OR)**
- b. To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 18,500.00** for liquid asset, for the year 2021 – **Submit Form FIN - 2: Financial Situation**  
**(OR)**
- c. Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business’s bank account. (Bank statement should be from the date of account opening to date of bid announcement). To be eligible the business’s bank statement must show a credit balance of minimum **MVR 18,500.00**  
**(OR)**
- d. If bidding party is unable to meet any of the above requirement they shall submit “Line of Credit Letter” as per the template in form 4. (credit limit shall be no less than **MVR 18,500.00** – **Submit Form FIN – 4: Line of Credit Letter**

## FIN FORM 1 – Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide services for “**Recruitment of a National Consultant (Coral Reefs & Marine Biodiversity Sector) for the Preparation of the Third National Communication (TNC) to the United Nations Framework Convention on Climate Change (UNFCCC)**”- in accordance with your Request for Proposal dated [xxx] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures in MVR]. This amount is inclusive of the all local taxes.

My Financial Proposal shall be binding upon me subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions)

Address:

**FIN FORM-2: Financial Breakdown Form**

**Date:**

**Reference No:** (generated by the proponent)

	Description	MVR
	<b>Total :</b>	
	<b>GST/Applicable tax :</b>	
	<b>Total with GST/Applicable tax:</b>	

**The quotation is valid for 90 days from the date of bid opening.**

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa (MVR).

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable axes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and stamp

### FIN FORM 3 – Details of Financial Situation

Each Applicant must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2020:	Year 2019:	Year 2018:

#### Information from Balance Sheet

Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			

#### Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			



❑ Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Bidder.
- Historic financial statements must be complete, including all notes to the financial statements.

- Historic financial statements must correspond to accounting periods

**FIN FORM 4 – Average Annual Turnover**

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2020		
2019		
2018		
Average Annual Turnover		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

### **FIN FORM 5 – Financial Resources**

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section 3 (Evaluation and Qualification Criteria)

<b>Financial Resources</b>		
<b>No.</b>	<b>Source of financing</b>	<b>Amount (MVR equivalent)</b>
1		
2		
3		

**FIN FORM 6 – Line of Credit Letter**

*[letterhead of the Bank/Financing Institution/Supplier]*

*[date]*

**To:***[Name and address of the Contractor]*

Dear,

You have requested {name of the bank/financing institution) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

**FIN FORM 7 – Current Contract Commitments / Work in Progress**

**Current Contract Commitments/Works in Progress**

Tenderers and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

No	Name of contract	Employer, contact address/tel/fax	Value of outstanding work (current MVR equiv)	Estimated completion date	Average monthly invoicing over last six months (MVR/month)
1.					
2.					
3.					
4.					
5.					

## ANNEX 3: EVALUATION OF PROPOSALS

<p><b>Criteria for Preliminary Examination of Proposals</b></p>	<p><b><u>Document pre check</u></b></p> <ol style="list-style-type: none"> <li>1. Proposal is received on or before the date and time specified</li> <li>2. Proposal is properly sealed / un-tampered</li> <li>3. Proposal bears the (i) name of the submitting entity and (ii) title of the Contract outside the envelope</li> <li>4. Completed Form-1: Proposal Submission is included in the proposal</li> <li>5. Completed Form-2: Financial Breakdown is included in the proposal</li> <li>6. Completed Form-3: Description of Approach, Methodology and Work Plan for Performing the Assignment is included in the proposal</li> <li>7. Completed Form-5: Letter of commitment for all the experts as described in section 8 of the TOR is included in the proposal</li> <li>8. Completed Form-6: Work Schedule is included in the proposal</li> <li>9. Signed CVs of the key staff is included in the proposal</li> <li>10. Proof of previous assignments completed (i.e. reference letters, sample chapters/reports or links to published work)</li> <li>11. Minimum 60 days' proposal validity provided</li> <li>12. All the standard forms are included (i.e. no standard contents deleted, no reservations added)</li> <li>13. Proponent's Profile (not more than 15 pages) including the profile of the proposed experts</li> <li>14. Copy of SME registration</li> <li>15. Copy of Business (company/partnerships/institutions) registration certificate.</li> <li>16. Copy of GST Registration certificate issued by Maldives Inland Revenue Authority – if registered</li> <li>17. Tax payer Registration Certificate / Notification Copy</li> <li>18. Documents to assess financial capability as per Annex 3</li> </ol> <p><b><u>Financial Capability</u></b></p> <ol style="list-style-type: none"> <li>19. Does the proponent's has the financial capacity to undertake the works required in the TOR.</li> </ol> <p><b><u>Technical pre check</u></b></p> <ol style="list-style-type: none"> <li>20. Is the proponent's understanding of the objective of the assignment explained?</li> <li>21. Is the proponent's understanding of the objective consistent with the objective of the assignment?</li> </ol>
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	<p>22. Does the proposed team members’ qualification and experience meet the minimum requirements?</p> <p>23. Proposal is strictly for the full scope of requirements (i.e. partial offer is not allowed)</p> <p>24. There are no exceptional conditions stated that are unacceptable to ME</p>
<b>Criteria for Essential Eligibility/Qualification of key personnel</b>	<b>Refer to Section 7 of this TOR</b>
<p><b>Note:</b></p> <p>1. If proponents do not meet any of the above listed criteria, their proposal may not be considered for further evaluation.</p> <p>2. Proponents meeting above listed criteria are required to submit evidences (details / documents) in support – otherwise proposal may be disqualified.</p>	

<b>Summary of Technical Proposal Evaluation Forms</b>		<b>Score Weight</b>	<b>Points Obtainable</b>
1.	Expertise of Bidder	5%	300
2.	Proposed Methodology, Approach and Work Plan	45%	400
3.	Personnel	50%	300
<b>Total</b>			<b>1000</b>

<b>Technical Proposal Evaluation Form 1</b>	<b>Maximum Points obtainable</b>
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<b>Expertise of Bidder</b>		
1.1	The bidder’s experience in climate change/corals & marine biodiversity programs, projects or policy level and/or technical assistance for corals & marine biodiversity / climate change management services	300
	<b>Total</b>	<b>300</b>

<b>Technical Proposal Evaluation</b>		<b>Maximum Points obtainable</b>
<b>Form 2</b>		
<b>Proposed Methodology, Approach and Work Plan</b>		
To what degree does the proponent understand the task mentioned in this TOR?		100
Did the proposal address in sufficient detail the important aspects of tasks listed?		100
Are the different components of this TOR planned to be implemented in a cohesive manner?		100
Is the responsibilities of the key personnel addressed clearly in line with the methodology described		100
<b>Total</b>		<b>400</b>

	<b>Personnel</b>	<b>Maximum Points Obtainable</b>
	<b>Form 3</b>	
	<b>Consultant (Coral Reefs &amp; Marine Biodiversity)</b>	<b>300 points</b>
1	Academic Qualifications,	150 points



	<ul style="list-style-type: none"> <li>• Master’s Degree and above in relevant field = 150 points</li> </ul>	
2	Professional Experience in prescribed sector <ul style="list-style-type: none"> <li>• 5 years– 50 points, 5 years and above =60 points</li> </ul>	60 points
3	Demonstrated experience in similar assignments <ul style="list-style-type: none"> <li>• 25 points per proof of assignments completed</li> </ul>	50 points
4	Demonstrated English language skills <ul style="list-style-type: none"> <li>• 20 points per proof of writing sample</li> </ul>	40 points